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M I N U T E S

TRAINING OFFICERS MEETING

T h u r s d a y
9 December 1954

ATTENDANCE:

Mr. Baird, D/TR

C/PRS
C/OS
C/BS
C/OS
SS
OTR
A & E

FI
P
E
SR
PRS
OTR
PRS

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25X1

UNFINISHED BUSINESS:

1. Registration in Overcrowded Courses

In order to ensure that enrollments match the capacity of students for each course, it was agreed that the Registrar will over-schedule course capacities by three slots for each course. The Chairman, Clandestine Services Training Committee will be responsible for designating priorities for those to be dropped in event a sufficient number of cancellations do not occur to accommodate the over-scheduling.

2. Draft Regulation on Overseas Training

The Director of Training advised that he had an appointment with the C/OPS/DDP to discuss the OTR proposed regulation.

3. Meeting to Discuss Training Support Planning Guide

The Chairman, Clandestine Services Training Committee arranged for OTR to attend the Division Training Officers meeting to discuss the draft training support planning guide at 1400 hrs, 10 December.

JOB NO. BOX NO. FLD NO. DOC. NO. 19 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SC RET. JUST. 22
NEXT REV DATE 89 DATE 6/1/79
NO. PGS 4 CREATION DATE - ORG COMP II ORG CLASS S
REV CLASS C-REV COORD. - AUTH: HR 703

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4. Prerequisites for Investigative Techniques

It was concluded that Phase II was a prerequisite for the Investigative Techniques course and that the new course catalogue in each instance would include statements of prerequisites for all courses.

5. Use of Training Evaluation Reports

A question was raised as to the extent of coordination on the OTR staff memorandum subject as above. Since this document was discussed at training officer meetings and since small committees met with A & E Staff in the drafting of this paper, it was concluded that the paper had in fact been coordinated and should be allowed to stand unchanged.

6. VIP Tour to ISOLATION

The Office of Training established the date of 15 December for the next VIP Tour. The Clandestine Services Training Committee agreed to provide OTR with a list of visitors by 10 December.

NEW BUSINESS:

1. The Director of Training announced that Mr. Harry Resitake is currently on duty in OTR in preparation for his assignment as Chief, Operations Training School, vice Mr. Robert Shaffer. Mr. Robert Shaffer is being prepared to become the Deputy Director of Training, vice Mr. Hugh Cunningham. Mr. Hugh Cunningham is in process of transferring within the foreseeable future to a tour of duty with DD/P after which it is expected he will return to the Office of Training. The timing of these personnel shifts is contingent upon arrangements within DD/P to receive Mr. Cunningham.

2. Cancellation of Courses

The Chairman, Clandestine Services Training Committee pointed out that the cancellation of courses impairs long-range planning and training of DD/P personnel particularly those returning from overseas. OTR pointed out that it dislikes to cancel courses and in the instance cited, namely, the cancellation of the Technical Devices, it did so only to provide increased support to the running of Phase II. To alleviate this situation OTR proposed that in the case of returnees it could accommodate limited numbers who suffer from course cancellations on tutorial basis.

3. General Discussion of BOC

The Clandestine Services Training Committee observed that the first two weeks of Phase II were held in high esteem within

DD/P, but that the next week devoted to communism is too short and should be extended to two weeks. It was further observed that the course on communism is too advanced for its audience and that the material presented in the course and the examination given at its conclusion do not exactly coincide. OTR suggested that the additional week on communism might more properly be made to the course on World Communism rather than Phase I, but would examine into the level and substance of presentation of communism in the Basic Orientation course.

4. OTR reaction to the Clandestine Services Review was requested. It was concluded that it was generally regarded as successful not only by OTR but also by the CS Training Committee. Further, it should be cut to two weeks rather than three and should become a requirement for all personnel returning from overseas duty for which constructive credit would be given for Phase III.

5. Absence of Students from [REDACTED]

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OTR announced that too frequently students were required to leave class to visit Headquarters and that word of this reaches OTR from [REDACTED] not from DD/P. It was concluded that the CS Training Committee should screen Headquarters DD/P requests and advise the Office of Training.

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6. Survival Course for FE

OTR announced the development of a Far Eastern Survival Course and requested the CS Training Committee to obtain an indication of interest. The course is of a one-week duration, can be given in January and has been designed to equip its students in not only the techniques of survival but also how to impart this knowledge to others. It was pointed out that OTR has unique resources to offer this course since the [REDACTED] is analogous to tropical areas found in South and Southeast Asia. An outline of the course was furnished to the CS Training Committee to assist them in determining requirements for this course.

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7. Clerical Training for Headquarters Personnel

The Office of Training provided the Chairman, CS Training Committee with correspondence from WH Division regarding a tentative requirement for the establishment of a training course for Headquarters secretarial personnel. It was requested that the requirement be qualified and the course objective defined for further consideration at a subsequent meeting.

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8. The Office of Training asked the CS Training Committee to state the minimum number of schedules for the Clandestine Methods and Techniques course needed by Headquarters, in view of the existence of the long-term schedule of courses currently being circulated. As a result of this request, requirements for the schedule were drastically reduced.

9. Revised Pre-Testing Schedule

OIR announced that due to the Christmas holidays pre-testing would be conducted only on the 10, 16, 17, and 30 of December.

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